



**KOOTENAI COUNTY**  
invites applications for the position of:

## **Probation Officer - Grant Funded Position**

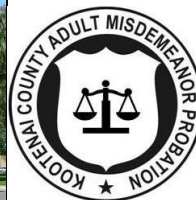
**DEPARTMENT:** Adult Misdemeanor Probation

**SALARY:** \$20.70 /Hour

**OPENING DATE:** 09/27/16

**CLOSING DATE:** Continuous

**SUMMARY:**



***"It is the mission of this department to help reduce incarceration rates and mitigate the risks for re-offense by directing and assisting probationers in personal and community adjustment."***

**Part Time Grant Funded - Probation Officer**

Adult Misdemeanor Probation

\$20.70/Hr

Closing Date: Open until filled

Part-Time: 27 hours per week

PERSI Only / Non-Benefited

**\*\*DOCUMENTATION REQUIRED: ONLINE APPLICATION, COVER LETTER, RESUME, LETTERS OF REFERENCE, TRANSCRIPTS AND CERTIFICATIONS\*\***

**Eligibility for hire:** Prior to applying please review the screening information

<http://www.kcsheriff.com/documents/KCSOScreeningform2015.pdf>

Must successfully pass a comprehensive background investigation. Attendance in the Idaho Adult Misdemeanor Probation Academy mandatory upon hire.

**Schedule:** Tuesdays, Wednesday, Thursday to start, subject to change depending on department need for coverage.

**SUMMARY:** Under the immediate supervision of the Adult Misdemeanor Probation Supervisor with the broad supervision of the Department Administrator. This position is granted wide latitude of decision-making subject to Federal, State, and County laws and Department guidelines. The principal duties of this position are performed in a work environment in which the employee is subject to potential personal danger and health hazards.

This is an "armed" position performing a variety of working level professional duties as needed to manage an adult supervised probation case load. Provides Court-Ordered supervision (from low-risk through intensive) for adult probationers that have been convicted of a criminal offense(s). Ascertains individual client needs in order to match those needs to the appropriate evidenced based programs. Provides the appropriate level of supervision so as to fulfill the conditions of the court order in conjunction with the County's Mission Statement, Vision Statement, and Values and Operating Principles, as well as the Mission Statement of the Probation Department. Utilize an established Risk

Assessment screening program to assist in determining the level of risk and supervision.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**DUTIES AND RESPONSIBILITIES:** The following duties are representative of the duties of the position when fully functioning. They are not intended to represent the entire functional capacity of the position at the task level.

Performs various preliminary and ongoing case management functions related to the supervision of adult offenders placed by the Court on Adult Misdemeanor Probation.

Provides in-Court testimony as needed, to include sentencing recommendations. \*NOTE: Sentencing recommendations may range from community-based sanctions to incarceration. Makes recommendations to hold in custody or release, based on the facts of the case and taking into account probationer risk to community.

Initiates Court action to include Probation Violation/Warrant Hearings, Probation Review Hearings, warrant requests, and Unscheduled Jail Time. Attends and testifies in appropriate Court proceedings, including sentencing, revocations, order to show cause hearings, DUI Court, Mental Health Court, bond-reduction hearings, and various legal motions.

Meets with probationer and informs them as to probation regulations, obligations, and requirements. Insures that appropriate case documentation is completed appropriately and in a timely manner, determines risk/supervision factors (minimum vs. maximum), and completes appropriate documentation. Provides guidance and direction to probationer and keeps the Court apprised to the degree of compliance with Order.

Performs a variety of field projects to determine probationer compliance with probation terms and conditions including, but not limited to, probation surveillance, probationer home visits, employment, etc. Exposure to hazardous physical conditions and potentially violent or hostile individuals often exists in an autonomous setting. The use of an Agent's Warrant may be necessary to ensure community safety keeping in mind offenders risk to self or others. All Agent's Warrants are done with the approval of the Supervisor, Administrator, or Supervisor designee.

Conducts and assists law enforcement with legal searches involving those areas within client's control/possession as relates to conditions of probation, etc.

Maintains regular contact and liaison with various agencies and individuals involved in the supervision, compliance and rehabilitation of probationer, i.e. law enforcement, judges, prosecutors, public defenders, private attorneys, spouses, co-workers, therapists/counselors, etc. As legally allowed, provides appropriate agencies with necessary documentation as relates to clients Court-ordered supervision. Participates with various agencies as a treatment team.

Responsible for various files to document and verify probationer compliance as to conditions of probation. Updates appropriate file records indicating case progress, etc.

Must possess the ability to restrain uncontrollable offenders using Appropriate Use of Force control techniques. Must be able to physically and mentally react quickly in the event of disturbance or physical outbreak. Works daily with potentially volatile, hostile, intoxicated, or aggressive offenders. At all times, must remain aware of potentially harmful or lethal situations.

Utilize verbal and non-verbal de-escalation techniques. Must be able to mentally react quickly to offenders needs during supervisory sessions.

Demonstrate emotional stability and be able to cope with the physical and mental stress of the position. Must possess the ability to work effectively with troubled or distressed individuals in an authoritative, yet respectful manner.

Possess initiative, critical thinking skills and problem solving skills including the ability to prioritize tasks. Possess the latitude to make self-directed decisions.

Requires a basic understanding of special populations, including sex offenders, mental health offenders, gangs, domestic violence offenders, females and minorities. Must possess ability and knowledge to adjust case planning to accommodate these special populations.

Impose intermediate sanctions on probation violations to include but not limited to community service, Sheriff's Community Labor Program and Unscheduled Jail Time with Court approval.

Must possess some knowledge of basic principles and practices of social case work, the Court system, and criminology and utilize these practices in day to day duties.

Remains cognizant and knowledgeable as to criminal law pertaining to Adult Misdemeanor Probation. Must possess knowledge of laws affecting probation and the ability to carry out these laws and duties within the defined procedures of the law, including times when one must make independent decisions.

Must be able to interpret and evaluate psychological and psychiatric evaluations, psycho-sexual evaluations, domestic violence evaluations, drug/alcohol evaluations, etc. in order to make an appropriate case plan and incorporate it into our decision making.

Possess basic knowledge of psychotropic medications and understand how it may affect the offender. Utilize this information in proper supervision and expectation of the offender.

Must possess knowledge and ability to utilize drug testing equipment in a proper and safe manner, which is in compliance with OSHA standards.

Communicate with victims regarding probationer's status to include resolution of mediations, restitution, and compliance with Court Order. When appropriate, may notify victim that offender is back in the community.

Determines probationer risk through the use of the Adult Misdemeanor Probation's Risk Assessment tool and establishes a case plan to include frequency of probationer contact and level of service required in the community.

Must possess the ability to understand and interpret laws and regulations relating to probation, rules of evidence, apprehension, and the retention and treatment of prisoners; understand and interpret the Code of Civil Procedures and Civil Process; observe incidents and situations accurately, remembering names, faces, numbers, circumstance and places; secure information from witnesses.

Must be attentive, observant, emotionally secure, a good listener, and able to perform multiple tasks; work rotating shifts, work holidays and weekends; and be available to cover deployment demands as dictated by special job circumstances and staffing shortages. Must be available to work a flexible schedule to meet the needs of the office.

May be assigned programs to facilitate or coordinate.

The person in this position is authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee of the county, employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must be very careful not to release this information to the public or to other individuals, including but not limited to county employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know as described in Idaho Code Section 9 et.seq. Any questions regarding release of such information to another person should be directed to their supervisor, elected official, or their designee.

Performs other related duties as required.

## **QUALIFICATIONS:**

**KNOWLEDGE, SKILLS, AND ABILITIES:** The requirements listed below are representative of the knowledge, skill, and/or ability required.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily in a multi-tasking environment. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from a four-year college or university in Social or Behavioral Sciences, Criminal Justice or a related field; and a minimum of two (2) years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATIONS, LICENSES, REGISTRATIONS:** Must possess or have the ability to obtain a valid driver's license and be insurable; must provide reliable transportation; possess or have the ability to obtain a valid First Aid card and CPR Certification; maintain Appropriate Use of Force Certification; maintain certification for NCIC/ILETS background checks.

Must meet Adult Misdemeanor Probation POST requirements prior to the start of employment, and maintain POST certified status. Must be POST certified within 12 months of hire, as required by Idaho Code.

Must pass the Idaho POST Firearms training and qualify as required by department and POST standards.

The use of the firearm requires the officer to make "life threatening" decisions in rapidly evolving situations where the potential for injury or death is possible.

**SUPERVISORY RESPONSIBILITIES:** Assists with the supervision and training of interns and volunteers in accordance with the organization's policies and applicable laws. Responsibilities include mentoring by guiding, directing and training new probation officers. Seasoned probation officers are further called upon to recognize skill deficiencies in those officers less experienced and address those concerns with the Supervisor.

**LANGUAGE SKILLS:** Ability to read, analyze, interpret and apply procedures and information. For example: general business periodicals, professional journals, technical procedures, operations manuals, policy and procedure manuals, or governmental regulations; to write original reports, business correspondence; to effectively present information and respond to questions in one-on-one situations and from groups of managers, clients, customers, and the general public. Excellent oral and written communication skills. Ability to read, write, hear, and speak in English.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts using fractions, decimals, and percentages. For example: such as discounts, interest, commissions, proportions, percentages; to apply concepts of basic algebra.

**REASONING ABILITY:** Ability to solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; to adapt or modify existing systems procedures, or methods to new situations; to find alternative solutions by weighing alternative and developing action plans, to prioritize work and research information to complete work independently; to multi-task duties. Interruptions are probable and can be frequent.

**TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:** Competent ability to use a personal computer and associated peripherals and use Microsoft Windows 2000 or higher, Microsoft Office XP, databases specific to the County or department (Spillman, Access Idaho, Idaho State Repository, and Access Idaho) Internet, and Microsoft Outlook preferred or ability to obtain such a level within the first year of employment. Ability to use firearms, conducted electrical weapons (Taser), telephone, facsimile machines, copy machines, printers, scanning devices, calculator and general office equipment.

Must possess the ability to read and interpret the Secure Continuous Remote Alcohol Monitoring (SCRAM) bracelet and program to determine if an offender has consumed alcohol or violated the conditions of "house arrest". Update the web based SCRAM program with relevant offender information to ensure accurate and proper monitoring of offenders. Provide "real time" information to Alcohol Monitoring Systems (AMS) for review of any alcohol related offense and testify in court as an "expert" in the areas of alcohol related consumption and/or violations.

Must possess the ability to read and interpret the Global Positioning System (GPS) software and equipment to ensure offenders required to be monitored under this program are actively and aggressively monitored for public safety issues and concerns. This system requires offenders to be monitored in "real time" mode so that a victim's safety is never compromised.

#### **SUPPLEMENTAL INFORMATION:**

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made.

While performing the duties of this job, the employee is regularly required to stand, walk, and smell; frequently required to reach with hands and arms, and use hands to keyboard ; and occasionally required to sit; use hands to handle, or manipulate tools used in performing the job, climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 20 pounds with or without assistance and with or without the aid of devices and/or equipment designed to assist in the lifting effort. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This position interacts with individuals who may be hostile or irate; must be able to deal with persons who may be potentially violent and high risk persons including criminal offenders, substance users and/or abusers (alcohol and illicit drugs). The employee must visually observe same-sex individuals provide urine samples, handle, test and package bio-hazardous specimens. They must also engage contact with individuals who may have communicable diseases using prevention and safety protocols.

May engage in contact with individuals who may have communicable diseases using prevention and safety protocols. May need to use physical or deadly force in defense of self or others, at any time and in rapidly evolving situations.

Occasionally the employee is exposed to outside weather conditions and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**OTHER QUALIFICATIONS:** Must successfully pass the County's pre-employment and subsequent random drug testing and selection process to include: law enforcement criminal background check, fingerprinting, polygraph testing, psychological examination, credit check and medical evaluation including hearing and vision.

Responds, as needed, in compliance with a 24 hour "on call" responsibility for the monitoring of adult offenders placed under the supervision of the Adult Misdemeanor Probation departments.

**\*\*PLEASE GO TO <http://www.kcsheriff.com/documents/KCSOScreeningform2015.pdf> FOR IMPORTANT SCREENING INFORMATION\*\***

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kcgov.us/departments/personnel/joblist.asp>

Position #2016-00095  
PROBATION OFFICER - GRANT FUNDED POSITION  
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451 N Government Way  
PO Box 9000  
Coeur d'Alene, ID 83816  
(208) 446-1640

[kchr@kcgov.us](mailto:kchr@kcgov.us)

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### Probation Officer - Grant Funded Position Supplemental Questionnaire

- \* 1. For this application, we require a cover letter, resume, letters of reference and copies of certifications. Please verify that you have attached a cover letter, resume, letters of reference, transcripts, and copies of certifications prior to submitting this application.  
☐ Yes ☐ No
- \* 2. Did you review the Adult Misdemeanor Screening Information?  
☐ Yes ☐ No
- \* 3. Have you fully read the job description?

☐ Yes ☐ No

\* 4. If you are a veteran, did you attach a copy of your DD214?

☐ Yes ☐ No

\* 5. Do you have a Bachelor's degree from a four-year college or university in Social or Behavioral Sciences, Criminal Justice or a related field; and a minimum of two (2) years related experience and/or training: or equivalent combination of education and experience?

☐ Yes ☐ No

\* Required Question